

## **PASSPORT/VISA REQUESTS**

1. You must be traveling on "OFFICIAL GOVERNMENT BUSINESS" (PCS or TDY Status) or be command-sponsored family members to apply for a Passport and/or Visa through this office. **DO NOT WAIT UNTIL THE LAST MINUTE TO APPLY FOR PASSPORTS/VISAS.** The State Department (DOS) requires a minimum of 30-45 days for each application. Maximum processing time is generally 60 days if multiple visa processing is included, since they are sent to each embassy. **NO TOURIST PASSPORTS ARE PROCESSED HERE.** DOD personnel and family members **are advised** to obtain regular fee (tourist) passports for any personal travel abroad. For info, contact the Clerk at the Frederick County Court House, at 301-694-1960.
2. If you or your dependents are applying for a Passport for the first time, and you/they were born in the United States; the following documents are needed for each person:
  - a. A "**Certified Copy**" of your "**Original Birth Certificate**," with a **raised, embossed or multicolored seal** or a Naturalization Certificate for those persons naturalized. If you have ever been issued a Passport, it can be used in place of a birth certificate.
  - b. DS Form 11 is required, and is available on line at **<http://travel.state.gov/faq.html>** or at the Transportation Office, Building 810, Suite 103. Most visa forms are also available if required.
  - c. Two identical photos are required with passport applications. Additional photos may be required for visas. Pictures are taken at Audio Visual in Building 810, Room B-1. Their number is 301-619-7597. **DO NOT WEAR MILITARY UNIFORMS FOR PASSPORT/VISA PHOTOS!**
  - d. All **APPLICANTS, 14 years or older** must appear in person to sign and have their applications executed. They must also have proof of identity (Military I.D. Card - **preferred**, drivers license, etc.). **As of 2 Jul 01**, Public Law 106-113, **requires that both parents (or legal guardians) appear in person and both must sign the application for minors under the age of 14.\*** When only one parent or no parent is available, additional documentation is required to explain the absence. \*Both parents must be able to establish their own identity, their relationship to the child and the child's US Citizenship.
3. **Effective 1 May 02**, DOS requires a copy of your TDY/PCS orders for verification of a passport requirement. If you do not have orders yet, an **Exception Memo** signed by the Installation Commander, stating the reason orders are unavailable must be submitted. **NOTE:** In lieu of PCS orders, DOS will accept the PCS assignment notification document (AF Assignment Notification, RIP, Navy ORDER-NOM or Army PERSGRAM). "Sample" memos are available at the Transportation Office to assist you in providing the necessary information.
4. **Make an appointment with the Passport Agent**, Ms. Linda Lookingbill between the hours of 1300 - 1600 at 619-2211, when you have all of the above-mentioned documents and photos.
5. For requests for **passport renewals**, DS Form 82 is required (above procedures apply).

## **EXPEDITE REQUESTS**

If travel is expected within 30 days or less, a letter/memo **must** be submitted requesting **expedited service**. The expedite request can be combined with the Exception Letter if orders are not available.